



## Communities In Schools of Renton

EMPOWERING KIDS TO STAY IN SCHOOL AND ACHIEVE IN LIFE

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Position opening:

### MENTOR PROGRAM MANAGER

Communities In Schools of Renton surrounds students with a community of support, empowering them to stay in school, graduate and achieve in life. Communities In Schools is the #1 Drop Out Prevention program in the United States.

CISR seeks an exceptionally skilled Program Manager for our school-based Mentor Program. The Mentor Program Manager reports to the CISR Executive Director and is responsible for coordinating all aspects of the Mentor Program. The Mentor Program Manager will manage day to day operations while strengthening and growing this comprehensive school-based Mentor Program. This position includes cultivation and stewardship of long term volunteers, public relations, screening and training, organizing special events, monitoring volunteers on-site, working with school liaisons, developing ongoing support materials, budgeting, grant-writing, and program evaluation including database management and analysis of outcomes. For more information about CISR, go to: [www.renton.ciswa.org](http://www.renton.ciswa.org)

#### Specific Responsibilities

- Schedule, coordinate, and facilitate mentor program activities, including orientation, training, recognition, support meetings, special events
- Plan and implement innovative volunteer recruitment, management, retention, & community outreach strategies
- Create/update training curricula, promotional materials, mentor newsletter, and monthly reports
- Coordinate mentor placement, resolve match issues and provide ongoing support at the school sites
- Develop, implement, and maintain mentor recognition strategies and events
- Cultivate relationships and regularly communicate with Mentors, staff, and community partners.
- Approve and process mentor applications, conduct background checks, oversee adherence to program guidelines
- Utilize effective marketing tools and advertising strategies for recruiting volunteers
- Compile, analyze and report on volunteer hours, annual surveys, and individual student outcomes
- Efficiently process program paperwork, maintain updated files and Access database.
- Oversee program budget, identify funding sources/in-kind resources, submit grant proposals/reports.
- Build partnerships with School District, schools, community resources & other service providers
- Represent CISR in collaborative efforts to strengthen community connections
- Maintain confidentiality with a high level of integrity
- Assist CISR public relations and marketing efforts; attend board and committee meetings as needed
- Excellent written, verbal, and public speaking communication skills
- Perform other duties as assigned

#### Skills & Abilities

- Demonstrated success regarding volunteer recruitment, training, management, recognition
- Successful history with program management, event planning and coordination
- Demonstrated ability to work with culturally and racially diverse groups and at risk populations

- Excellent computer skills: WORD(40+ wpm), Excel, Outlook, Power Point, Publisher, Access, In Design
- Ability to prioritize and organize multiple projects, meet deadlines, problem-solve, and multi task
- Demonstrated ability to build rapport and work effectively with volunteers, staff, board, and public
- Self-starter, quick learner, flexible, with ability to work independently and as effective team member
- Respect for sensitive nature of the position and maintaining confidentiality
- Ability to communicate effectively, both orally and written; comfort speaking to large & small groups
- Proven organizational skills, attention to detail, set & meet priorities, goals and deadlines
- Exceed expectations and take initiative for program

### **Minimum Qualifications**

- 5 years experience in program management, public relations, volunteer management, mentor coordination
- Bachelor's degree in a related field or equivalent combination of education & work experience
- Proficient with Access data base, Excel and Publisher software
- Ability to be flexible and adjust work schedule to address priority needs
- Possess valid Washington State Driver's License
- Ability to lift and transport twenty pounds.

### **Working Conditions**

- Full time, 40 hours per week, Mon-Fri.
- Salary range, \$35,000-\$40,000, depending on experience
- Medical, dental, retirement benefits
- Reports to CISR Executive Director
- Office environment located at 200 Mill Ave. S., Renton, Washington
- Fragrance-free work environment
- Pre-employment approved FBI fingerprint and WSP Background check is required.

### **Application Process**

Send an email with the following attachments to Sue Paro, Executive Director, at: [sparo@rentonwa.gov](mailto:sparo@rentonwa.gov)

- Attachments:
  - Cover Letter describing your interest, background and qualifications
  - Resume of work experience
  - References, 3-4 work-related, including phone numbers & email addresses

Application materials must be received by August 25<sup>th</sup>. Candidates will be notified and interviews held the week of August 29<sup>th</sup>. Position available immediately with flexible starting date.

*If you qualify for this position and you would like to work with a solid non-profit focused on helping kids succeed in school, please apply. We look forward to hearing from you!*